



## FREDERICK'S 4<sup>TH</sup> FOOD VENDOR 2025 APPLICATION & INFORMATION

Food vendor applications are now being accepted for the Frederick's 4<sup>th</sup> - An Independence Day Celebration held on Friday, July 4, 2025.

### VENDOR BOOTH FEES

#### SECOND STREET

10' x 10' SPACE	10' x 15' SPACE	10' x 20' SPACE	Over 10' x 20' SPACE
\$550	\$825	\$1100	Contact our office for pricing

#### FLEMING AVENUE (With Stock Trailer)

10' x 10' SPACE	10' x 15' SPACE	10' x 20' SPACE	Over 10' x 20' SPACE
\$550	\$825	\$1100	Contact our office for pricing

#### FLEMING AVENUE (No Stock Trailer)

10' x 10' SPACE	10' x 15' SPACE	10' x 20' SPACE	Over 10' x 20' SPACE
\$450	\$675	\$900	Contact our office for pricing

### VENDOR APPLICATION CHECKLIST

Food vendors who wish to be considered for this year's event must submit the following:

- Signed Hold Harmless Agreement Form (page 7)
- Completed Application Form (pages 8 -10)
- Cash, Check, Money Order, or Credit Card Payment
  - Check should be made payable to 'Celebrate Frederick, Inc.'
  - Money Orders are REQUIRED for amounts exceeding \$1,100.
  - 3% processing fee applies to credit card payments. *To pay with a card, please call 301-600-2844*
- Photo Identification of the individual on site during the event.
- Proof of Insurance (*Requirements listed on page 5*).

**Note: Insurance must be VALID on July 4, 2025.**

**The Frederick's 4<sup>th</sup> Committee WILL NOT consider your application if any of the above are not complete upon submission.**

### APPLICATION DEADLINE & SUBMISSION INFORMATION

To ensure first right of refusal of space at the event, please adhere to the following deadlines for application submission:

- **2024 Event Participants** – Friday, April 4, 2025  
*PLEASE NOTE after this date we cannot guarantee re-admission into the event.*
- **All Other Event Participants** – Friday, April 11, 2025

Please forward your full application & payment to Anna Davey

- Email: [adavey@cityoffrederickmd.gov](mailto:adavey@cityoffrederickmd.gov)
- Mail: Celebrate Frederick,  
Attn: Anna Davey  
121 N. Bentz Street,  
Frederick, MD 21701



## FOOD VENDOR RULES AND REGULATIONS

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Detailed below are the rules and regulations for vendors interested in participating in the 2025 Frederick's 4<sup>th</sup> Celebration at Baker Park in Frederick, Maryland. Vendor agrees that if any of these rules are not followed, the Frederick's 4<sup>th</sup> Committee has the right to revoke vending privileges, close vendor's stand, and have them removed from the site without refund. Any vendor in violation of the rules and regulations below will not be permitted to participate in any future Celebrate Frederick event.

### I. EVENT HOURS

- a. **Food Vendor Hours of Operation:** 12:00 - 9:30 PM
  - i. Vendors must be ready to sell starting at 12:00 PM.
- b. **Load-in:**
  - i. Thursday, July 3<sup>rd</sup>, 2:00 – 5:00 PM
  - ii. Friday, July 4<sup>th</sup>, 7:00 – 9:00 AM (**10' X 10' set-ups ONLY**)
- c. **Breakdown:**
  - i. Food vendor sales end promptly at 9:30 PM.
  - ii. Food vendors are not permitted to leave their vendor site until 30 minutes after the end of the fireworks (approximately 10 PM).
  - iii. All vendors are required to be packed up and off the street by 11:00 PM.
- d. **No Refunds:** Frederick's 4<sup>th</sup> is a 'rain or shine' event. No refunds will be issued for inclement weather or a violation of any of the vendor rules and regulations.

### II. BOOTH ARRANGEMENTS/RESTRICTIONS

- a. The Frederick's 4<sup>th</sup> Committee will determine locations for all vendors.
- b. **Vending Space:**
  - i. **Vendors MAY NOT EXCEED approved application space. THIS INCLUDES ALL PREP TENTS/AREAS AND SUPPLIES.**
    1. If you need additional space for prep or supplies, additional fees apply.
- c. **Set-Up:** Vendors are responsible for providing their own set-up (i.e., tables, chairs, tents).
- d. **FLEMING AVENUE VENDOR BOOTHS**
  - i. Stock Trailers:

Due to parking restrictions on this street, we will allow a limited number of vendors to park their stock trailer next to their food vending space. Vendors requesting these locations must list (on page 9) why the stock trailer is necessary next to the booth **and the size of the trailer**. These vendors will be placed on the East and West **ends** of Fleming Avenue.
  - ii. Parking:

Only approved stock trailers are permitted in the food vending area. **Vehicles/trucks ARE NOT permitted to park on Fleming Avenue.** Parking for one (1) vehicle will be provided along Upper or West College Terrace.



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- iii. Calculating Cost: When determining cost for space purchased on Fleming Avenue, only consider the tented space used for food preparation and serving. While stock trailer measurements are required to accurately account for the space each vendor requires, vendors are not required to pay for the space for the trailer. See example below:
  1. **Vendor A** is purchasing space on Fleming Avenue with a stock trailer. Food prep and service area needed is 10' x 10'. An additional 15' next to the food prep and service area is needed for the stock trailer. Total cost for Vendor A is \$550. Total space requested for Vendor A is 25' x 10'.
  2. **Vendor B** is purchasing space on Fleming Avenue without a stock trailer. Food prep and service area needed is 10' x 10'. Total cost for Vendor B is \$450. Total space requested for Vendor B is 10'x 10'.
- iv. All vendors located on Fleming Avenue must be set up approximately 4 feet away from the curb to allow for better line formation. **Vendor booths may not extend beyond the south lane of traffic.**
- e. **SECOND STREET VENDOR BOOTHS**
  - i. Stock Trailer and Parking: Vehicles and/or trucks or stock trailers **ARE NOT** permitted in the food vending area (South Side of Second Street). You will be permitted to park one (1) stock trailer and vehicle behind the vending area (North Side of Second Street). *Be prepared to hand-truck your supplies to your booth.*
- f. **Water Access**
  - i. There is **NO** access to water for the event. Please plan on stocking sufficient water for your operations prior to arrival.
- g. **Power**
  - i. The Frederick's 4<sup>th</sup> Committee will **NOT** provide power for the event, please read, and abide by the following:
    1. Personal Generators
      - a. Only personal quiet-running generators are permitted at the event. Permitted generators operate at 60 decibels or less and will be checked a decibel reader on the day of the event.
      - b. Approval: Your generator's make and model **must** be included in your application.
    2. Hours: Generators **CANNOT** be turned on until Friday, July 4<sup>th</sup> at 8 AM.
    3. Location: Vendors may **NOT** place generators on the residential sides of the Fleming Avenue or Second Street. ALL generators must be placed directly adjacent to vendor's booth.
- h. **Lighting**
  - i. We highly recommend lighting in your booth for the evening hours.



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- i. **Trash**
  - i. **Receptacles:** Vendors must provide one trash receptacle outside the booth for public use. Vendor is responsible for the upkeep of this receptacle. All bags shall be tied and placed by the closest City trash receptacle.
  - ii. **Grease Disposal:** Vendors are responsible for disposing of grease. Fines will be incurred if:
    - 1. ANY grease is left behind.
    - 2. Waste materials are dumped into the Port-a-John units or down City drains. **Any vendor doing so will be billed for cleaning the unit.**
    - 3. Vendors who have left grease stains behind will be prohibited from all future Celebrate Frederick events.
- j. **Souvenir Items**
  - i. Including but not limited to T-shirts, hats, buttons, balloons, cups, etc. may not be sold by any food vendor.

### III. GREEN GUIDELINES

- a. **Recycling Bins:** Celebrate Frederick, in partnership with the City of Frederick Sanitation Department, will provide recycling bins for plastic bottles, aluminum cans, and plastic cups. Recycling will be highly visible and made available to the public with clear signage.
- b. **No STYROFOAM:** Any vendor using Styrofoam will be fined \$50. Failure to pay the fine will result in exclusion for any future Celebrate Frederick events.

### IV. MENU & BEVERAGE SELECTION

- a. **Menu Selection:** The Frederick's 4<sup>th</sup> Committee allows each vendor to outline their own menu.
  - i. All items to be served for the day **MUST** be listed in the application upon submission.
  - ii. The Committee will limit the number of menu options (i.e., specific food styles or desserts) admitted to the event. We recommend applying as early as possible if you are interested in securing a specific menu.
- b. **Menu Pricing:** Prices are set by the individual vendor and must be visibly posted no later than 11:00 AM on event day. To ensure a successful and friendly sales atmosphere, we strongly urge vendors to charge fees that are in line with their event neighbors.
- c. **Non-Alcoholic Beverages:** Sodas, iced/hot tea, coffee, bottled water, hot chocolate, milk, juice, and lemonade are all permitted to be sold by every vendor.
- d. **Alcoholic Beverages:** No vendor shall be permitted to sell ANY type of alcoholic beverage.
- e. **Beverage Sponsor:** Celebrate Frederick may elect to designate a beverage company to be the official beverage sponsor of this year's celebration. Food vendors will be required to sell the selected company's product. If an official



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beverage sponsor is selected, you will be advised in your confirmation packet.

### V. FINANCES

- a. **Maryland Sales Tax:** All vendors will be responsible for reporting and paying Maryland sales tax to the Maryland Comptroller.

### VI. EVENT MAP

- a. Approved vendors will receive a finalized event map in their confirmation packet closer to the event. To see an example of last year's map, please click [here](#).
- b. Location selections are made based on the priorities listed on the first page of this document and on the earliest postmark received. Frederick's 4<sup>th</sup> Committee reserves the right to alter this policy at any time and may deny the return of any vendor they feel does not work with the Committee in good faith.
- c. Frederick's 4<sup>th</sup> Committee will make every effort to place returning vendors in or near their requested location. Location is based on menus and space required. We want each of our vendors to have a very successful day!

## APPLICATION, INSURANCE, AND PERMITS

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- I. **Applications:** A completed application and payment MUST BE SUBMITTED before event acceptance is considered.
- II. **Insurance:** Valid proof of Insurance listing The City of Frederick and Celebrate Frederick, Inc. DBA, The Frederick's 4<sup>th</sup> - An Independence Day Celebration Committee, as additional insured. Requirements of coverage are \$1,000,000.00 (one million dollars) product liability coverage and \$1,000,000.00 (one million dollars) personal injury coverage.
- III. **Special Event Permit:** Celebrate Frederick will provide all accepted vendors with a City of Frederick Special Events Permit in your confirmation email. This permit must be displayed during the event.
- IV. **FREDERICK COUNTY HEALTH DEPARTMENT REQUIREMENTS**
  - a. **After notification of your acceptance,** all food vendors must apply for and receive a temporary food permit from the Frederick County Health Department for a separate fee of \$25.
    - i. Questions – Contact 301-600-2542 or [FoodControl@FrederickCountyMD.gov](mailto:FoodControl@FrederickCountyMD.gov)
    - ii. [Application](#)
  - b. **Food Inspector:** A Frederick County food inspector will be onsite to inspect all food vendors the day of the event.
- V. **FIRE MARSHAL REQUIREMENTS**
  - a. **Mobile Food Vendors (Trucks/Trailers):** Food Truck Annual Inspection - All mobile food vendors are required to have a current or completed annual safety inspection prior to the event. If you are operating out of a trailer or



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truck, you are required to complete and submit the [Mobile Food Vendor Application](#) via email to [dfrsfiremarshal@frederickcountymd.gov](mailto:dfrsfiremarshal@frederickcountymd.gov).

- b. **Tents:** Vendors serving under a TENT are required to provide proof that all tent fabric meets the flame propagation performance criteria in NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films (NFPA1, 2006 edition, Section 25.2.2.1). For additional important requirements and information please refer to the "[Guidelines for the Use of Tents](#)."
- c. **Fire Extinguishers:** All vendors must ensure that the appropriate fire extinguishers are on site and current on inspections. An additional "Class K" fire extinguisher is required for any tent vendor preparing food that produces grease laden vapors. (E.g., Fryers, griddle tops.)

*The following guidelines are based on the requirements of the State Prevention Code. Assistance in using these guidelines and meeting the requirements of the State Fire Prevention code is available from the Frederick County Fire / Rescue (FCFR) Fire Marshal's Office. For questions Email: [dfrsfiremarshal@frederickcountymd.gov](mailto:dfrsfiremarshal@frederickcountymd.gov)*

### **CONTACT INFORMATION**

Please contact Anna Davey at 301-600-2844 or [adavey@cityoffrederickmd.gov](mailto:adavey@cityoffrederickmd.gov) with questions.

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### 2025 Celebration Indemnification and Hold Harmless Agreement for Food Vendors

I, the undersigned, do hereby acknowledge that I have read and understand, and will abide by the vendor rules and regulations for the 2025 Frederick's 4<sup>th</sup> - An Independence Day Celebration. I further agree that if I have misrepresented my work or violated any part of the Agreement, Frederick's 4<sup>th</sup> - An Independence Day Celebration Committee has the right to remove or terminate my participation without refund. I do hereby expressly agree to indemnify, defend and hold harmless The City of Frederick, Celebrate Frederick, Inc. DBA The Frederick's 4<sup>th</sup> - An Independence Day Celebration Committee, and any of their employees, agents or representatives from any and all claims of bodily injury and/or property damage or loss arising out of the performance of this Agreement.

WITNESS, my hand as of this \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 2025

\_\_\_\_\_  
Name of Organization/Company

\_\_\_\_\_  
Signature of Organization/Company Representative

\_\_\_\_\_  
Print Name and Title



**FREDERICK'S 4<sup>TH</sup> FOOD VENDOR  
2025 APPLICATION & INFORMATION**

**2025 Celebration Application for Food Vendors**

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**CONTACT INFORMATION FOR BUSINESS**

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Sales Tax or Social Security Number \_\_\_\_\_

Website \_\_\_\_\_

Social Media Handle(s) \_\_\_\_\_

**CONTACT INFORMATION FOR INDIVIDUAL ON SITE DURING THE EVENT**

Contact Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**CHECK-IN/SET-UP INFORMATION (SELECT ONE)**

\_\_\_\_ Thursday, July 3<sup>rd</sup>, 2:00 – 5:00 PM

\_\_\_\_ Friday, July 4<sup>th</sup>, 7:00 – 9:00 AM  
**(10' x 10' set-ups only)**

**PLEASE SELECT YOUR TYPEP OF OPERATION**

\_\_\_\_ Tent      \_\_\_\_ Food Truck      \_\_\_\_ Stock Trailer

**IF REQUESTING FLEMING AVENUE SPACE WITH STOCK TRAILER OPTION**

Trailer Size: \_\_\_\_\_ (E.g., 10 x 10)

Day of Use of Stock Trailer Description **(How do you plan to use your trailer for the day)**

\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL GENERATOR INFORMATION**

MAKE	MODEL	DECIBELS (60 or LESS)





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### BOOTH RENTAL INFORMATION

*Cash, Money Order, Checks, or Credit Card Accepted. 3% Credit Card Fee Applies.  
Checks Payable to: Celebrate Frederick, Inc. Please call 301-600-2844 to pay with a card.*

BOOTH RENTAL SIZE	VENDOR FEE	QUANTITY	PAYMENT TOTAL
<b>SECOND STREET</b>			
10' x 10'	\$550		\$
10' X 15'	\$825		\$
10' x 20'	\$1100		\$
Over 10' x 20'	Contact our office for pricing		
<b>PAYMENT TOTAL</b>			
<b>FLEMING AVENUE WITH STOCK TRAILER</b>			
10' x 10'	\$550		\$
10' X 15'	\$825		\$
10' X 20'	\$1100		\$
Over 10' x 20'	Contact our office for pricing		
<b>PAYMENT TOTAL</b>			
<b>FLEMING AVENUE WITHOUT A STOCK TRAILER</b>			
10' x 10'	\$450		\$
10' X 15'	\$675		\$
10' x 20'	\$900		\$
Over 10' x 20'	Contact our office for pricing		
<b>PAYMENT TOTAL</b>			

### BOOTH LOCATION REQUEST

If you would like to request a specific spot along Second Street or Fleming Avenue, please do so here. **Final location is determined by the Frederick's 4<sup>th</sup> Committee.** We will do our best to place everyone in or near their requested area.

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# FREDERICK'S 4<sup>TH</sup> FOOD VENDOR 2025 APPLICATION & INFORMATION

### MENU INFORMATION

Prices are set by the individual vendor and must be visibly posted no later than 11:00 AM on event day.

MENU ITEMS & PRICING

This signature confirms that I have read and will adhere to the Frederick's 4<sup>th</sup> Food Vendor Rules & Regulations and that all information listed on this application is accurate to what I will be providing and serving on the day of the event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### FOR OFFICE OF SPECIAL EVENTS USE ONLY

Payment Info: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Class: \_\_\_\_\_ Account: \_\_\_\_\_